UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Service Support Schools
PSC Box 20041
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FMC 0305

JAN 1998

<u>STUDENT OUTLINE</u>

<u>UPDATE SABRS DATA ELEMENT TABLES</u>

<u>LEARNING OBJECTIVES</u>:

1. <u>TERMINAL LEARNING OBJECTIVE</u>: Without the aid of references and given the requirement to load local Standard Accounting, Budgeting and Reporting System (SABRS) tables, prepare the required tables in accordance with student outline FMC 0305 (3404.7.7) (3451.2.15)

2. <u>ENABLING LEARNING OBJECTIVES</u>:

(a) Without the aid of references, define in writing the three groups of tables used by SABRS, in accordance with student outline FMC 0305. (3404.7.7a) (3451.2.15a)

(b) Without the aid of references, describe in writing how SABRS tables are identified, in accordance with student outline FMC 0305. (3404.7.7b) (3451.2.15b)

(c) Without the aid of references, list in writing the options available to the user in the table maintenance subsystem, in accordance with student outline FMC 0305. (3404.7.7c) (3451.2.15c)

(d) Without the aid of references, list in writing the required local tables (in sequence) used to initially load a new unit to SABRS, in accordance with student outline FMC 0305. (3404.7.7d) (3451.2.15d)

(e) Without the aid of references, list in writing any additional tables used to load a new unit to SABRS, in accordance with student outline FMC 0305. (3404.7.7e) (3451.2.15e)

<u>OUTLINE</u>

1. <u>INTRODUCTION TO TABLE MANAGEMENT:</u>

a. SABRS is a table-driven system. The Table Management subsystem validates transactions, reports distribution, and maintains security on these tables. The tables are divided into three (3) groups: system tables, central tables, and local tables.

       (1) <u>System tables</u> are initialized by Headquarters Marine Corps (HQMC) and maintained by each respective SABRS systems programs. Once properly loaded, user intervention is unnecessary.

       (2) <u>Central tables</u> contain mostly fiscal codes and financial information used by all Financial Managers throughout the Marine Corps. These tables are maintained by DFAS-KC/A.

       (3) <u>Local tables</u> are used by the local accounting activity and provide users with data specific to the activity. Data on these tables apply to the lowest levels of accounting and are subject to periodic maintenance and updates. These tables are maintained by local personnel authorized to access tables since they know the data essential for proper operation of SABRS.

2. <u>TABLE IDENTIFICATION:</u>

a. Each table is identified by a number or a short name. Functions are performed using either the table number or short name. Table short names are preceded by a l-digit designator which identifies the subsystem to which the table belongs:

A---	Allocations
E ---	Expenditures and Collections
F ---	Facilities
L ---	Labor
M---	Material and Services
R---	Reimbursables
S ---	System
T ---	Travel
X ---	Budget Execution

For example, if a table has a short name of T-ADJ-AMT, the "T" indicates that this table belongs to the travel subsystem. Tables are also identified by a 3 digit table number. The table number for T-ADJ-AMT is 004.

3. <u>TABLE LOADING PROCEDURES</u>:

a. The SABRS Table Management subsystem is designed to allow the Users to tailor their Local Tables to the requirements of that specific site and all remote sites that is support. Users at the accounting and budgeting office level will deal primarily with local tables since System Tables update themselves on initially loaded and Central Tables require little, if any, maintenance.

b. To access the table management subsystem, the user's profile must be authorized.

c. Option 13, Table Management is selected from the SABRS Main Menu.

d. The Tables Main Menu will appear and give the user access to the three options available to the user in the table maintenance subsystem.

(1) OPTION 1. Table On-line Review allows a user to review a specific table, record or group of records in a table. The Table On-line Review function does not allow changes or alterations to records.

(a) On the Tables Main Menu enter 1 for the Table On-line Review in the CHOICE field. The cursor will move to the TABLE field. Enter the number or short name of the table to be reviewed.

NOTE: When using short names, the dashes in the name are required as part of the name (for example, S-GEN-FIP must be used; S GEN FIP will not work)

(b) Table On-line Search: Using Key Fields, a User may search a table for a record or group of records. SABRS will display the page of records containing the first record that meets the search criteria.

NOTE: There is no need to enter the entire Key Field; the search is from left to right on the screen for the first occurrence of the search criteria. You may enter the entire search line if you wish to search key on the search line if you wish to search for a specific time, code, or activity. Do not leave a space between fields.

(2) OPTION 2. Print Single Table Report allows a user to print a single report. Before this option can be used the Printer Identification Number must be acquired from your local Information System Management Division (ISMD). The Printer ID Number is a code that identifies each on-line printer. The requested report will be sent to the specified printer.

(a) Select option two for Print Single Table Report for the Tables Main Menu. The cursor will move to the TABLE field. Enter the number or short name of the table to be printed. Press enter and the Local Table Report Printing screen will appear on the terminal. A screen showing the selected data will appear. Enter **%H** at the ENTER or MORE prompt at the top of the screen. A screen with the prompt "ENTER DESTINATION CODE" will appear. Enter the Printer ID Number code. The requested report will be sent to the specified printer. The system will automatically return to the Table Main Menu.

(3) <u>OPTION 3</u>. Table Maintenance allows the user to add, change, or delete entries on a
table.

4. <u>REQUIRED LOCAL TABLES</u>:

      a. These tables must be loaded in sequence to initially load SABRS local tables:

TABLE SHORT NAME	TABLE NUMBER	PAGE NUMBER
a. S-AAC	001	12
b. X-FUND-ADM	019	22

REQUIRED LOCAL TABLES (cont.):

TABLE SHORT NAME	TABLE NUMBER	PAGE NUMBER
c. X-WRK-CTR	071	49
d. S-LOGOPBUD	026	32
e. S-AAA	093	59
f. S-GEN-FIP	025	28
g. X-AUTH-ISS	080	55
h. X-OPBUD-IS	0E6	73

5. <u>ADDITIONAL LOCAL TABLES</u>:

TABLE SHORT NAME	TABLE NUMBER	PAGE NUMBER
a. T-ADJ-AMT	004	16
b. S-AUTHNTR	007	18
c. M-DFLT-FIP	029	33
d. M-FIP-XREF	030	37
e. M-CNTRPARM	044	40

REFERENCES:

1. SABRS Table Management User's Manual
2. MCO P7300.20